

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

CONTROL CENTER SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To supervise the operations and computerized control of water treatment plants, wells, booster stations, metering stations, lift stations, and pumping and storage facilities, and monitors the operation of reclamation plants to ensure compliance with federal and state laws as required.

Supervision Received and Exercised:

Receives general supervision from the Plant Operations Administrator or other management staff.

Exercises direct supervision over the Control Center Operators and Plant Operators.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Supervise the operations and staff of water treatment plants, reclamation plants, wells, booster and metering stations, pumping and storage facilities, lift stations and related water/wastewater facilities.
- Supervise the operations and staff of the SCADA computerized monitoring system at the control center and at remote sites in the City's water/wastewater treatment facilities.
- Monitor and maintain the quality of the City's water supply by following established guidelines, policies and procedures.
- Detect, analyze and initiate needed modification procedures in the operating programs and procedures of the SCADA system.

Effective March 1991

Revised July 2001 Range adjustment

Revised Certifications January 2002

Revised April 2002 Certifications

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Control Center Supervisor (continued)

- Implement and maintain operating training programs for lower level plant and control center staff.
- Conduct inspections of water/wastewater facilities to monitor operating procedures in accordance with established policies and procedures, and implement changes when warranted.
- Develop, implement and monitor safety programs at water treatment plants and other remote facilities; monitor operations for compliance with OSHA standards, the Safe Water Drinking Act, the Clean Water Act, and relevant federal, state and local regulations.
- Monitor, analyze and interpret laboratory data to ensure compliance with established SCADA operating program guidelines.
- Monitor proper chemical additions and adjustments to water supply to ensure the quality, safety and potability of the City's water supply.
- Respond to emergency conditions in plant and distribution systems.
- Establish and maintain cooperative and effective working relationships with supervisors, peers, subordinates and other City personnel contacted in the course of work.
- Prepare and monitor the annual operating and capital budget.
- Maintain inventory of chemicals and operating supplies at water treatment facilities; submit purchase orders for supplies as needed.
- Schedule the efficient utilization of the City's twelve high service pumps.
- Maintain records and logs, and prepare daily, monthly and annual reports as required.
- Prepare written reports and provide oral updates on current operating status for management as requested; make recommendations for improvement as warranted.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

*Effective March 1991
Revised July 2001 Range adjustment
Revised Certifications January 2002
Revised April 2002 Certifications*

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Control Center Supervisor (continued)

Four years of increasingly responsible experience performing complex plant operations duties in a water treatment facility, including one year of lead or supervisory experience with a computerized monitoring system comparable to SCADA.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized training in chemistry, biology, mathematics or related field.

Licenses/Certifications:

Possession of the Grade IV Water Operations Certification and the Grade II Wastewater Operations Certification issued by the State of Arizona.

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 8725

Salary Range: 37

Compensation Plan: P40 / Regular

FLSA: Non-Exempt